

**Request for Applications  
for  
Model School Nutrition/Physical Activity Policy Grants**

**Funding Period: March 1, 2002 through August 30, 2003**

**Release Date:** November 28, 2001

***Applications Due no later than:***  
**January 29, 2002**  
**4:00 p.m.**  
**(Faxes will not be accepted)**

**California Department of Education  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814**

**Phone: (916) 322-4792  
FAX: (916) 323-4311  
[www.cde.ca.gov/nsd/](http://www.cde.ca.gov/nsd/)**

This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service.

REQUEST FOR APPLICATIONS (RFA)  
for  
MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS

**TABLE OF CONTENTS**

<b>Section I: INTRODUCTION.....</b>	<b>4</b>
A. Purpose.....	4
B. Nutrition Services Division Commitment.....	5
C. Background.....	5
 <b>Section II: GENERAL INSTRUCTIONS.....</b>	 <b>6</b>
A. Eligibility.....	6
B. Funding Availability.....	6
C. Timelines .....	7
D. Grant Applicant Requirements/Recommendations.....	7
E. Responsibilities of Grantees .....	8
F. Clarification of Grant.....	9
G. Cost of Preparing an Application.....	9
H. Ownership of Materials/Credits.....	9
I. Records Retention.....	9
J. Equal Opportunity Provider/Employer.....	9
 <b>Section III: SELECTION OF APPLICANTS FOR FUNDING.....</b>	 <b>10</b>
A. Application Review and Scoring Criteria .....	10
B. Funding of Awardees.....	11
C. Notice of Intent to Award.....	11
D. Appeal Process.....	12
 <b>Section IV: APPLYING FOR A GRANT.....</b>	 <b>12</b>
A. Intent to Submit an Application.....	12
B. Application Contents.....	12
C. Submitting an Application .....	12
 <b>Section V: CHECKLIST and STANDARD FORMS.....</b>	 <b>16</b>
A. Intent to Submit Application Form.....	17
B. Grant Application Checklist.....	18
C. Grant Application Cover Sheet Form .....	19
D. School District Data Summary Form.....	20
E. Grant Project Team Data Form .....	21
F. Workshop Data Form .....	22
G. Budget Proposal Form .....	23
H. State of California Drug-Free Workplace Certification Form...	24
I. Non-discrimination Compliance Statement.....	25
J. Federal Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements .....	26

<b>APPENDIX.....</b>	<b>28</b>
A. List of Resources.....	28
B. Order Form for <i>Changing the Scene: Improving the School Nutrition Environment</i> Kit.....	30
C. CALL TO ACTION: Ten Keys to Promote Healthy Eating in Schools.....	31
D. Sample Nutrition and Physical Activity Policies .....	32
E. Shaping Health as Partners in Education (SHAPE) California ..	33
F. Travel Reimbursement Rates .....	35

CALIFORNIA DEPARTMENT OF EDUCATION  
*Nutrition Services Division*

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS**

**REQUEST FOR APPLICATIONS (RFA)**

**Section I: INTRODUCTION**

**A. PURPOSE**

The California Department of Education's (CDE) Nutrition Services Division (NSD) is pleased to be awarding grants, through a competitive process, to school districts that are interested in establishing and/or expanding nutrition and physical activity policies. Funding for these local assistance grants is made available through a U.S. Department of Agriculture (USDA) TEAM Nutrition 2001 award to NSD. The goal of TEAM Nutrition is to improve children's lifelong eating and physical activity habits by using the principles of the *Dietary Guidelines for Americans* and the Food Guide Pyramid. These funds will be used to award local assistance grants to public school districts, at \$10,000 to \$25,000 per district, from March 1, 2002 to August 30, 2003 (approximately 18 months).

The specific goals of this funding that is made available to public school districts are:

- To establish/expand and implement nutrition and physical activity policies in local school districts to build a healthy school environment and to provide all students access to high-quality foods, nutrition services, and physical activity as an integral part of the total education program.
- To evaluate the results of funding these Model Nutrition/Physical Activity Policy projects and to share this information for enhancement of nutrition and physical activity policies and programs at other California school districts.

These local assistance grant awards can be used either to:

- 1) Develop a school nutrition policy for the district and a plan of action for implementation; or
- 2) Develop a school nutrition policy **and** a physical activity policy for the district, in addition to a plan of action for implementation; or
- 3) Implement a current district-wide nutrition/physical activity policy.

All grant applicants **must** propose development of district-wide nutrition standards for all food and beverages available to children on school campuses; **or**, if already developed, must state the nutrition standards that have been adopted by the district. *See Section II (D).*

There is general agreement that schools play a key role in helping children begin a lifetime of good health. Improved nutrition leads to academic achievement, optimum growth, and well being. Involving teachers, administrators, students, parents, child nutrition staff, and community leaders in developing and implementing nutrition and physical activity policies contributes to a school environment that positively influences the food children select and their physical activity patterns.

## **B. NUTRITION SERVICES DIVISION COMMITMENT**

To increase the likelihood of successful outcomes for these projects, the Nutrition Services Division will:

- Identify and convene a statewide School Nutrition/Physical Activity Policy Advisory Council to guide NSD in awarding and implementing the grants and to provide expertise in the ongoing monitoring of the funded projects by NSD staff.
- Develop and conduct a specialized training for all new awardees within 60 days of the announcement of awards. This training will build on the content of a newly developed School Nutrition/Physical Activity Policy Resource Guidebook and provide presentations from school districts in California that have developed and implemented nutrition and/or physical activity policies. The training will also address: 1) forming and maintaining a school nutrition/physical activity policy team; 2) group facilitation techniques; 3) consensus building techniques; 4) assessment of the school environment; and 5) media advocacy.
- Assign a NSD staff person to monitor each new contract and provide technical assistance that may include site visits, as determined by interim progress reports and/or requests.
- Expand the CDE Nutrition Services Division and the California Healthy Kids Resource Center web sites to include resources regarding nutrition and physical activity policy development that may be beneficial, not only to the new awardees, but to any school district in the state that is looking to develop such policies. Success stories and challenges of school districts that are moving to develop and/or implement such policies will also be summarized on the web sites throughout the funding period.

## **C. BACKGROUND**

CDE's Nutrition Services Division is committed to the goal that all California children will be nourished and healthy so that they are ready to learn and able to achieve their full potential. Schools, parents, the food industry, and the school community need to work together to enable children to embrace lifelong positive nutrition and exercise behaviors that are reinforced by the school environment. As the National Center of Chronic Disease Prevention and Health Promotion states in its report *Unrealized Prevention Opportunities: Reducing the Health and Economic Burden of Chronic Disease* (November 2000):

“Promoting healthy behaviors and a healthy environment for young people is an investment in our nation’s future.”

Unfortunately, there is increasing alarm in the health, nutrition, and education communities regarding the prevalence of poor eating habits, increasing levels of inactivity, and skyrocketing obesity rates among children of all ages, ethnicity, and socioeconomic categories. The number of children impacted in California is growing rapidly. It is estimated that between 1995 and 2005, the number of youth ages 10 to 19 will grow from 4.4 to 6.0 million. This represents a 34 per cent increase in this age group in California compared to an estimated 13 per cent increase of 10 to 19 year olds nationwide.

Schools are making remarkable progress in meeting nutrition standards mandated by the School Meals Initiative. However, students do not always select these nutritious school meals. Insufficient time for school meals and the sometime hurried atmosphere of the school cafeteria also increase the likelihood that students may choose to purchase sodas, chips, cookies, and other low-nutrient foods at school stores or from vending machines. On many school campuses, the unrestricted availability of competitive foods jeopardizes both the effectiveness

of the child nutrition program and children's motivation to participate in school lunch and/or school breakfast.

In recent years, numerous professional health, nutrition, and education organizations have indicated their concern regarding the impact of increasingly prevalent competitive food sales in schools on children's health. A locally developed district nutrition policy could address such issues and protect students' health by supporting a school environment that contributes to positive lifetime habits. As the Institute of Medicine stated in *Schools and Health (1997)*:

“High quality local standards are needed for **all** food available on the school campus—including food sold through vending machines and special events—and for the environment in which these foods are made available to students.”

A number of school districts have expressed interest in developing such policies. However, without resource materials, technical assistance, and funding to conduct surveys, hold meetings, and provide release time for teachers and child nutrition staff to participate in trainings and subsequent policy development, schools will not have the resources they need to develop and promote a healthy school environment.

Therefore, NSD will fund six to eight model projects to assist school districts in making a difference; and, ultimately, to demonstrate that when there is a collective commitment of the entire school community, appropriate policies can be developed and implemented that address the health needs of students and improve the school environment.

## **Section II: GENERAL INSTRUCTIONS**

### **A. ELIGIBILITY**

Agencies eligible to apply for the model school nutrition/physical activity policy grants are public school districts that are participating in the National School Lunch and/or School Breakfast Program. All grant applicants must be in good standing in their administration of their child nutrition program(s).

### **B. FUNDING AVAILABILITY**

Six to eight California school districts will be awarded local assistance grants between \$10,000 to \$25,000, per district. The funding is available from March 1, 2002 through August 30, 2003 (approximately 18 months). The amount of funds available to each district for developing and creating a plan for implementation of nutrition and physical activity policy will be based on: 1) the total student enrollment in the school district; 2) the number of school sites to be involved in the project; and 3) the specific activities/strategies outlined for development and implementation of model school nutrition/physical activity policies.

Additional funding may be available in the future based on NSD being able to identify and receive other resources that can be directed, at least in part, to local assistance grants for policy development/implementation.

### C. TIMELINES

December 21, 2001	Intent to Submit Application due
<b>January 29, 2002</b>	<b>Applications due</b> by 4:00 p.m.
February 6-8, 2002	Applications reviewed
February 15, 2002	"Notice of Intent to Award" posted
February 22, 2002	Grant Award letters mailed to agencies
March 1, 2002	Grant period begins
• April - May 2002	Orientation training (required)
• May – June 2003	Follow-up workshop (required)
August 30, 2003	Grant period ends

### D. GRANT APPLICANT REQUIREMENTS/RECOMMENDATIONS

Grant applicants are **required** to submit a proposal to develop district-wide nutrition standards for all food and beverages available to children on school campuses **or**, if already developed, must state the nutrition standards that have been adopted by the district. These nutrition standards shall apply to foods and beverages sold a la carte, in school stores, in vending machines, for fundraising purposes, and in the classroom as part of instruction or social events. Since federal standards already exist for school lunch and breakfast programs, district policy need not address food served as part of these programs. In addition, grant applicants may identify other school nutrition/physical activity policies that are appropriate for their district, such as are listed in *Appendix D: Sample Nutrition and Physical Activity Policies*.

It is **recommended** that all applicants establish a school nutrition/physical activity policy team to coordinate efforts at the local level. Policy decisions formulated by a combined group of teachers, child nutrition staff, students, administrators, parents, physical activity specialists, and community representatives can lead to a strategic plan of action that fits specific needs and increases opportunities for family and community involvement. Resources and administrative support should be provided for communications among these representatives, including scheduling and release time for meetings.

It is **recommended** that grant applicants propose an assessment of how physical activity and healthy food choices are supported by the school district's current environment, including any existing policies and/or regulations. It is suggested that such an assessment be asset-based and be spearheaded by the school nutrition/physical activity policy team, with involvement of the broader school community.

Additionally, it is **recommended** that the district hold at least one public hearing to invite comments regarding school nutrition/physical activity policies from parents and key stakeholders in the community.

All districts selected to receive funding will be encouraged to commit to the Shaping Health As Partners in Education (SHAPE) California comprehensive nutrition approach for improving the health and academic success of students that includes: 1) offering nutritious meals in child nutrition programs; 2) promoting nutrition education; 3)

developing/implementing school nutrition policy; and 4) building partnerships between the school and community. *See Appendix E.*

## **E. RESPONSIBILITIES OF GRANTEES**

To accomplish the goals of the grant, grantees agree to:

1. Implement the project in accordance with instructions in this document.
2. Maintain a team of at least four partners to direct the grant project. One partner must be a curriculum director, teacher, nurse, or administrator interested in promoting the health and nutritional well-being of children. Another partner must be the child nutrition director or designee. The third partner must be a physical activity specialist or coach. The grantee may select the fourth partner based on grant objectives or local needs and may include a parent, student, school nurse, or community representative.
3. Send district representatives to an **orientation workshop** to be scheduled in Sacramento within 60 days of the announcement of the awards. If possible, select the four partners stated above to attend. *See the Workshop Data Form provided in Section V (F).*
4. Send team members and, if possible, any other key district representatives who contributed to the completion of the project goals and objectives to a **follow-up workshop**, scheduled in Sacramento during the last quarter of the funding period. The purpose of this workshop will be to share the successes and challenges of the projects and to make recommendations to other school districts interested in developing and implementing nutrition/physical activity policies at the local level.
5. Submit the following reports when due to the Nutrition Services Division:
  - Two interim progress reports by:
    - a) September 15, 2002 – First interim progress report
    - b) February 15, 2003 – Second interim progress report
  - Final report by August 15, 2003

These reports will document the progress of the project and provide a summary of the achievements and challenges in accomplishing stated objectives.

6. Participate in NSD's evaluation of the progress/impact of the model school nutrition policy projects, using an independent evaluator who will prepare a summary report to be shared statewide with other school districts.
7. Complete all grant-funded project activities by August 30, 2003.
8. Return grant funds if unable to implement the project.
9. Maintain documentation on file for five (5) years after the end of the project for audit purposes.



## **F. CLARIFICATION OF GRANT**

If you have questions concerning the application or completing the application forms, contact Jan Lewis at (916) 323-7185 or [jlewis@cde.ca.gov](mailto:jlewis@cde.ca.gov) if email is preferred. NSD staff will only be available to respond to technical questions regarding the application process, not to provide consultation on the content of the application.

## **G. COST OF PREPARING APPLICATION**

The cost of preparing and delivering the application shall be the sole responsibility of the applicant. Neither state or federal funds shall be used to provide reimbursement for such costs.

## **H. OWNERSHIP OF MATERIALS/CREDITS**

It is not the intent of these grants to provide for the development of materials that will be used beyond the local school district. However, any materials developed using these grant funds must remain in the public domain and include credit to the funding source. To this end, any publication resulting from work performed under this grant shall include language substantially in the form set out below:

*“This project has been funded at least in part with Federal funds from the U.S. Department of Agriculture, Food and Nutrition Service. The content of this publication does not necessarily reflect the views or policies of the Department, nor does any mention of trade names, commercial products, or organizations imply endorsement by the U.S. Government.”*

## **I. RECORDS RETENTION**

Separate accounting records shall be maintained for the project which shall be in accordance with generally accepted accounting standards and the approved project budget. Files of supporting documentation shall include, but not be limited to, purchase orders, work orders, contracts, itemized invoices, and correspondence. These files shall be maintained separately or otherwise identified for audit purposes and shall be kept for at least five (5) years after the close of the fiscal year in which the funds were expended. On request, records must be made available for state or federal inspection and verification for audit purposes.

## **J. EQUAL OPPORTUNITY PROVIDER/EMPLOYER**

The U.S. Department of Agriculture and the California Department of Education's Nutrition Services Division are equal opportunity providers and employers. Program benefits are available to all children without regard to race, color, national origin, sex, handicap, age, or national origin.

To file a complaint of discrimination, call (202) 720-5964 or write:

U.S. Department of Agriculture  
Director, Office of Civil Rights  
Whitten Building, Room 326-W  
14<sup>th</sup> and Independence Avenue, SW  
Washington DC 20250-9410

## **Section III: SELECTION OF APPLICANTS FOR FUNDING**

### **A. APPLICATION REVIEW AND SCORING**

Selection of grantees is based on a competitive process with all applications reviewed for compliance with the RFA. Scores will be based on the criteria outlined on the “Scoring Criteria” below. All qualifying applications will be reviewed and scored by two trained reviewers. Each reviewer will score each application independently. The reviewers will then discuss the application and, jointly, write comments. If the two scores are identical or if the difference between the scores falls within a predetermined limit, the scores are considered to be “in agreement” and the two scores will be totaled and averaged. If the difference between the scores of the two reviewers exceeds the limit, the application will be read and scored by a third reviewer.

The scoring process is designed to prevent conflicts of interest. Consequently, applicants should assume that grant application reviewers have no familiarity with individual projects or districts, and accordingly, provide sufficient information in the application to ensure a clear understanding of the intended project and the district description or profile. The application and selection process is considered confidential.

#### **SCORING CRITERIA for MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY GRANTS** (Total Possible Points = 100)

##### **1. Proposed Goals and Objectives: (20 points, possible)**

- Are aligned with grant objectives;
- Are achievable within grant period;
- Address the needs of student population; and
- Identify the role of teachers, administrators, parents, students, and child nutrition program staff in achieving the stated goals.

##### **2. Proposed Activities/Strategies of Project: (40 points, possible)**

- Plan for recruiting and maintaining the active involvement of parents, teachers, school administrators, students, and/or community representatives in the development of the project;
- Describe a program coordinator who will be responsible for successful implementation of the project;
- Describe adequate planning to ensure effective project implementation;
- Adequately describe current school nutrition and/or physical activity environment;
- Outline a realistic timeline for achieving stated objectives;
- Connect and mutually support all application elements;
- Outline specific steps for building and maintaining a collaborative process, including plans to explore and build agreement;
- Consider the needs of students, staff, parents, and the school community;
- Propose a realistic strategy for development of nutrition standards for all foods and beverages provided on school campus;
- Connect the desired results to needs identified and prioritized by stakeholders and links results with relevant indicators and strategies;
- Identify at least four team partners to attend the orientation workshop conducted by NSD;
- Plan for adequate training of all persons involved in the project to ensure achievement of project goals and objectives; and

## **SCORING CRITERIA (continued)**

- Address participation in the follow-up workshop to be conducted by NSD near the end of the grant period.
- 3. Evaluation: (10 points, possible)**
- Explains how achievement of, or progress toward, project goals will be evaluated and communicated to students, staff, school board, and the community.
- 4. Sustainability : (10 points, possible)**
- Describes a credible plan for sustaining project efforts beyond the funding period;
  - Meaningful, sustainable results are prioritized; and
  - Addresses the role that current and future partners will play in supporting sustainability of the project.
- 5. Budget/Budget Narrative: (15 points, possible)**
- Budget proposal reflects the project objectives and is cost effective;
  - Budget narrative adequately justifies the proposed budget;
  - Proposed expenditures are aligned with allowable expenditures stated in the Request for Applications (RFA); and
  - Addresses costs associated with attending the required orientation and follow-up workshops in Sacramento.
- 6. Bonus Points: (5 points, possible)**
- Up to 3 points can be added to the score for outstanding attention to addressing all the required elements of the application and describing a thorough plan for dealing with the complexity of the task.
  - Up to 2 points can be added for Letters of Support from school personnel or the broader community that indicate commitment to the goals of the project and an understanding of the proposed objectives.
- 7. DEDUCT POINTS:** Up to 4 points may be deducted for incomplete forms.

## **B. FUNDING OF AWARDEES**

Applications will be scored, ranked, and funded based on rank and level of available funding. Generally, the application will be recommended for funding at the level requested. However, NSD reserves the right to fund applications at a different amount if mathematical errors were made in the proposed budget, or if federal funding is not sufficient to fully fund all applications that merit awards.

## **C. NOTICE OF INTENT TO AWARD**

The "Notice of Intent to Award" will be posted by February 15, 2002, on CDE's Nutrition Services Division web site: [www.cde.ca.gov/nsd/](http://www.cde.ca.gov/nsd/) and on the door of the Division's office at 560 J Street, Suite 270, Sacramento, California. A copy of the list will also be available upon request.

All applicants will be notified in writing of the outcome of the competitive review process by February 28, 2002.

#### **D. APPEAL PROCESS**

Appeals to the grant award must be filed within five (5) working days of the posting of the "Notice of Intent to Award". Only those organizations that submitted applications may appeal the grant award. Appeals are limited to grounds that CDE failed to correctly apply the standards for evaluating the applications as specified in the RFA. The appealing applicant must file a full and complete written appeal including: a) the issues(s) in dispute; 2) the legal authority or other basis for the appellant's position; and 3) the remedy sought. The letter of appeal should be submitted to:

California Department of Education  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814  
*Attention: Marilyn Briggs*

It is the sole discretion of the Deputy Superintendent of the Child, Youth and Family Services Branch to decide how the appeal is to be handled. The decision of the Deputy Superintendent shall be the final administrative action afforded the appellant.

### **Section IV: APPLYING FOR A GRANT**

#### **A. INTENT TO SUBMIT AN APPLICATION**

Please submit an "Intent to Submit an Application" form by **Friday, December 21, 2001**. Directions for either mailing or faxing the form are stated on Form A. See *Section V, Standard Forms*. Though **not mandatory**, submission of this form will be useful for planning purposes.

#### **B. APPLICATION CONTENTS**

When completed, the application must include the following components **in the order listed below**. Instructions for completion of each component are included in the following section, titled "Submitting an Application". Standard forms are provided in Section V for these components, except when noted:

1. Grant Application Checklist
2. Grant Application Cover Sheet
3. School District Data Summary Form
4. Grant Project Team Data Form
5. Workshop Data Form
6. Project Narrative (*no form provided*)
7. Budget Proposal
8. Budget Narrative (*no form provided*)
9. Letters of Commitment/Attachments (*no form provided*)
10. Drug-Free Work Place Certification Form
11. Non-Discrimination Compliance Statement
12. Federal Certifications

#### **C. SUBMITTING AN APPLICATION**

Paper size should be standard 8 ½ x 11 inch paper. Applications should be typed or computer-generated using a clear and easy-to-read font, preferably 12 point size. Copies of the application must be individually stapled in the upper left corner. **Do not**

**bind applications.** The grant application must comply with the format and content requirements detailed above.

The following criteria must also be adhered to:

- Applicants must submit **one original** and **three (3) copies** of the application. Please mark the original clearly.
- **Only one application per school district** will be accepted. The application will clearly specify whether the project will be district-wide or focused on selected schools and/or grade levels.
- Applications must be clearly labeled and sent to:

MODEL SCHOOL NUTRITION POLICY GRANTS  
California Department of Education  
NUTRITION SERVICES DIVISION  
560 J Street, Suite 270  
Sacramento, CA 95814  
Attention: Jan Lewis

**Applications are due no later than Tuesday, January 29, 2002, by 4:00 p.m. Late applications will not be considered for funding.**

It is the responsibility of the applicant to ensure that the application arrives at the NSD office by the specified deadline. NSD will not be responsible for late or incomplete applications. Materials submitted after the deadline will not be considered during the scoring process. NSD will not notify applicants regarding omissions or accept any late additions to an application. **Electronic facsimile (fax) of the application will not be accepted by NSD.**

Applicants must use either the forms provided or computer-generated forms. If computer-generated forms are used, they must duplicate the layout and information requested in the forms provided in the RFA. **Please complete and include the following, as found in Section V:**

- **Grant Application Checklist.** This checklist is provided to assist the applicant in ensuring that a complete application is submitted. Failure to include required elements in an application can result in disqualification.
- **Grant Application Cover Sheet.** Complete all requested information. This cover sheet must be **signed by** the Superintendent of the school district or an authorized designee.
- **School District Data Summary Form.** Complete all requested information. Provide the district code in the box provided. For target schools, provide the site code and the grade level(s) where the school nutrition policy project will be developed and implemented. *This form may be duplicated to list additional target schools.*
- **Grant Project Team Data Form.** Complete all requested information. Be sure to place an asterisk (\*) next to the name of the person who will be the project coordinator. *This form may be duplicated to list additional partners.*
- **Workshop Data Form.** Complete this form with the requested information. If you do not know who will be attending this orientation workshop, at minimum provide the

total number of attendees from your school district and their proposed positions.  
**Note:** *Attendance at this orientation workshop is **required** as stated in the “Grant Applicant Requirements/Recommendations” section.*

- **Project Narrative (Maximum of 8 pages)**

The project narrative is a description of: 1) the applicant district; 2) the need for funding; and 3) the plan, including key activities, for meeting the project goals and objectives. No form is provided; however, the narrative section shall not exceed eight typed pages. Information submitted in excess of the page limitation will not be read or scored when reviewing an application. The project narrative will clearly describe the following areas:

- a) **Pertinent demographics of the district and scope of the project**

Briefly describe the demographics of your school district and a concise statement of what your district proposes to accomplish if awarded a model school nutrition/physical activity grant.

- b) **Need for school nutrition/physical activity policies in the district**

Describe the environment that students currently experience related to nutrition and physical activity on the school campuses in your district. If your application is only addressing school nutrition policy, you can limit your description to just the school environment related to nutrition. Please include a description of any progress that has been achieved toward development and/or implementation of school nutrition/physical activity policies in your district. Relevant information regarding such efforts may be attached to the application. (*Attachments are **not** limited by page restrictions.*)

- c) **Goals of the proposed project**

State the expected outcomes of your project, especially the benefit to students. Please provide a statement regarding the role of teachers, administrators, parents, and the community in achieving these stated goals.

- d) **Objectives of the project**

Clearly describe the measurable objectives of the project that are chosen to meet the project goals. State how the grant funds will be used to achieve project objectives and district requirements, including strategies for recruiting and sustaining the active involvement of students, teachers, administrators, child nutrition program staff, parents, and community partners in the project.

- e) **Timeline**

Outline the projected time frame for achieving the key objectives and proposed activities of the project within the funding period (March 1, 2002 through August 30, 2003).

- f) **Evaluation**

Explain how achievement of, or progress toward, project goals will be evaluated and communicated to students, staff, school boards, and the broader community.

- g) **Sustainability**

Describe plans for sustaining the project efforts beyond the funding period. Address the role that current, and any future partners, might play in supporting the sustainability of this project.

- **Budget Proposal: Allowable/Unallowable Expenditures**

**Budget Proposal Form.** Complete the form for the grant period (March 1, 2002 through August 30, 2003) by listing estimated expenses in the appropriate categories, following the guidelines for allowable expenditures listed below.

Budget requests must be reasonable and directly related to achieving the goals and objectives of the proposed project. A line item budget is required (Section V, Form G). The Budget Proposal form allows for the following specific expenditures:

- Certificated and Classified Personnel Salaries (1000, 2000)
- Employee Benefits (3000)
- Materials/Supplies (4000)
- Operating Expenses (5000)
- Indirect (7000)

**Expenditures allowed with Grant Funds include:**

- Substitute and release pay for teachers, school administrators, and child nutrition program staff for pertinent training and planning sessions.
- Employee benefits related to substitute pay and/or teacher release pay for certificated and classified personnel.
- A maximum of 20 percent of the award for the salary of a project coordinator (must be a district employee).
- A percentage of staff salary for conducting an assets-based assessment of the district's school nutrition/physical activity environment (not to exceed 20 percent of the budget).
- Travel expenses (e.g., air fare, mileage, lodging, and/or per diem for orientation training and a follow-up workshop proposed to be scheduled in Sacramento). Districts may bill for mileage at district rates. All other travel expenses must follow State Department of Personnel Administration's requirements. See *Appendix for approved Travel Reimbursement rates*.
- School nutrition/physical activity policy-related materials (e.g., posters, pamphlets, audiovisuals, and small, consumable supplies).
- Duplication and postage.
- Computer software pertinent to the project.
- Speakers for on-site workshop training.
- Food that is part of a specific educational activity (e.g., conducting a classroom taste test of fruits and vegetables, demonstrating the making of a nutritious snack).

**Expenditures NOT allowed with Grant Funds include:**

- Consultant services.
- Computer hardware.
- Cafeteria food service equipment.
- Playground equipment, exercise or sports equipment, or sports lessons (e.g., swimming, tennis).
- Meals, especially a breakfast or lunch for which the school may already be receiving federal reimbursement.
- Refreshments served at planning or training sessions.
- Indirect costs above the "Approved Indirect Cost Rates Applicable to 2001-2002 Programs". See web site at [www.cde.ca.gov/fiscal/financial/icr.htm](http://www.cde.ca.gov/fiscal/financial/icr.htm)

- **Budget Narrative (Maximum of 3 pages)**

The budget narrative (no form provided) is a justification of each of the expenditure classifications identified on the Budget Form, along with the total dollar amount proposed for each expenditure classification. Immediately below each classification title and dollar amount, briefly describe how the funds will be used. The Budget Narrative should not exceed three (3) pages.

- **Letters of Commitment/Attachments (Optional)**

Letters of commitment are optional. However, letters from persons and/or agencies that have agreed to support the project will strengthen the application. Such letters should include specifics as to what will be done to support the project and any proposed commitment to sustaining the project after the grant period.

Attachments are optional and are **not** limited by page restrictions. However, all attachments must be included with the original plus each of the three requested copies that are submitted to NSD for review and scoring.

- **State of California Drug-Free Workplace Certification**

Please complete the form (*Section V, Form H*). The Superintendent or authorized designee **must sign** the form.

- **Non-Discrimination Compliance Statement**

Please complete the form (*Section V, Form I*). The Superintendent or authorized designee **must sign** the form.

- **Federal Certifications regarding Lobbying, Debarment, Suspension, and other Responsibility Matters; and Drug-Free Workplace Requirements**

Please complete the form (*Section V, Form J*). The Superintendent or authorized designee **must sign** the form.

## **Section V: CHECKLIST and STANDARD FORMS**

Forms required to complete the application process are provided in this section. Applicants must use either the forms provided or computer-generated forms. If computer-generated forms are used, they must duplicate the layout and information requested in the forms provided below.



**INTENT TO SUBMIT APPLICATION FORM**  
**Model School Nutrition/Physical Activity Policy Grants**

If you intend to submit an application for this grant, please complete this form and return by **Friday, December 21, 2001** to:

California Department of Education  
Nutrition Services Division  
California Department of Education  
560 J Street, Suite 270  
Sacramento, CA 95814  
**Attention:** Policy Grant Letter of Intent

**Faxed copies are welcomed at:** (916) 323-4311

*This intent is not mandatory and does not obligate you in any way.*

---

(Please type or print information)

District:
Address:
City, State, Zip:
County:
National School Lunch Program Sponsor #:
Contact Person & Title:
Phone:
Fax:
Email:
Projected Total of Grant Budget Proposal: \$
Is your district proposing to develop only nutrition policy <b>or</b> nutrition and physical activity policy?

**Form B**

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS  
Grant Application Checklist**

District: \_\_\_\_\_

*This checklist is provided to assist the applicant in ensuring that a complete application is submitted. Failure to include any of the following elements may result in disqualification of the application.*

**Please compile the application in the following order:**

- ☐ Grant Application Checklist
- ☐ Grant Application Cover Sheet
- ☐ School District Data Summary Form
- ☐ Grant Project Team Data Form
- ☐ Workshop Data Form
- ☐ Project Narrative *(no form provided)*
- ☐ Budget Proposal
- ☐ Budget Narrative *(no form provided)*
- ☐ Letters of Commitment *(no form provided)*
- ☐ State of California Drug-Free Work Place Certification Form
- ☐ Non-Discrimination Compliance Statement
- ☐ Federal Certifications: Lobbying, Suspension, and Other Responsibility Matters;  
and Drug-Free Workplace Requirements

**Form C**

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS**  
**Grant Application Cover Sheet**  
**March 1, 2002 – August 30, 2003**

Please postmark original and three (3) copies to the California Department of Education **by January 29, 2002**:

California Department of Education  
Nutrition Services Division  
560 J Street, Suite 270  
Sacramento, CA 95814  
Attention: Jan Lewis

**PLEASE PRINT OR TYPE ALL INFORMATION**

District:	Proposed Project Total \$:
Address:	Application is proposing: <input type="checkbox"/> Nutrition policy <input type="checkbox"/> Physical Activity policy <input type="checkbox"/> Both Nutrition/ Physical Activity policy
City, Zip:	County _____ District _____
County:	CDS Code: _____
Project Coordinator for Grant:	Telephone: (    ) _____
Title:	FAX: (    ) _____
	E-mail: _____
Address:	City/Zip: _____
<i>Certification: I have reviewed this application and agree to follow the terms and conditions contained in this application if awarded this grant.</i>	
Superintendent, Chief Administrator, or Designee (Please type or print name)	Title:
Signature:	Date:

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS**  
**School District Data Summary Form**  
March 1, 2002 – August 30, 2003

*(Please print or type)*

		County	District
District:	CDS Code:	<input type="text"/> <input type="text"/>	- <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<hr/>			

School District Data Summary	Total Number of Schools
<ul style="list-style-type: none"><li>• Elementary schools</li><li>• Middle schools</li><li>• High schools</li></ul>	

In the boxes below, identify those schools proposed to be involved in grant activities.  
(To list additional target schools, duplicate this form.)

School Name	Grade Level

**Form E**

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS**

**Grant Project Team Data Form**

March 1, 2002 – August 30, 2003

**District:** \_\_\_\_\_

Please print or type. Place an asterix (\*) next to the name of the person who is the Project Coordinator.

To list additional partners, duplicate this form.

***I have reviewed the School Nutrition/Physical Activity Policy Grant application and agree to participate in the project as stipulated in the grant.***

<b>Child Nutrition Program Representative</b>	<b>Teacher, Administrator, or School Nurse</b>
<b>REQUIRED FOR ALL GRANT RECIPIENTS</b>	<b>REQUIRED FOR ALL GRANT RECIPIENTS</b>
Name:	Name:
Title:	Title:
Address:	Address:
City/Zip:	City/Zip:
Phone: (    )	Phone: (    )
Fax: (    )	Fax: (    )
E-mail:	E-mail
<b>Signature</b>	<b>Signature</b>
<b>Physical Activity Partner</b>	<b>Other Required Partner</b>
<b>REQUIRED FOR ALL GRANT RECIPIENTS</b>	<b>OPTIONAL Selection</b>
Name:	Name:
Title:	Title:
Address:	Address:
City/Zip:	City/Zip:
Phone: (    )	Phone: (    )
Fax: (    )	Fax: (    )
E-mail:	E-mail:
<b>Signature:</b>	<b>Signature:</b>

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS  
Workshop Data Form**

School District: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please list the names and positions of persons who will be attending the orientation workshop for grant awardees to be conducted in Sacramento.

Name	Position
	Project Coordinator
	Child Nutrition Program representative
	Physical Activity Partner
	Other required Team Partner

Please indicate if there is a preferred day of the week to attend the orientation workshop:

\_\_\_\_\_

Please indicate any dates in April or May 2002, that representatives from your district would **not** be available:

\_\_\_\_\_

**MODEL SCHOOL NUTRITION/PHYSICAL ACTIVITY POLICY GRANTS  
Budget Proposal  
March 1, 2002 through August 30, 2003**

District \_\_\_\_\_

Project Coordinator \_\_\_\_\_

**Expenditure Classifications**

**Proposed  
Budget**

1000	Certified Personnel Salaries (substitute and teacher release pay only)	\$
2000	Classified Personnel Salaries (substitute and release pay only)	\$
3000	Employee Benefits	\$
000	Instructional Materials (includes books, Curriculum, duplication)	\$
5000	Operating Expenses (includes travel, meals, lodging costs for workshop attendance, and speakers at workshop training)	\$
<b>SUB-TOTAL</b>		\$
7000	Indirect	\$
	List Indirect Rate % _____	
<b>TOTAL</b>		\$

**Please provide a budget narrative on a separate page. (No form provided.)**

**Form H**

State of California  
**DRUG –FREE WORKPLACE CERTIFICATION**  
STD.21

---

COMPANY/ORGANIZATION NAME

---

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
  - (a) The dangers of drug abuse in the workplace,
  - (b) The person's or organization's policy of maintaining a drug-free workplace,
  - (c) Any available counseling, rehabilitation and employee assistance programs, and
  - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c), that every employee who works on the proposed contract or grant:
  - (a) Will receive a copy of the company's drug-free policy statement, and
  - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

---

**CERTIFICATION**

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and county below, is made under the penalty of perjury under the laws of the State of California.

---

OFFICIAL'S NAME

---

DATE EXECUTED

---

EXECUTED IN THE COUNTY OF

---

CONTRACTOR or GRANT RECIPIENT SIGNATURE

---

TITLE

---

FEDERAL I.D. NUMBER

---



STATE OF CALIFORNIA

**NONDISCRIMINATION COMPLIANCE STATEMENT**

STD. 19 (REV.3-95)

---

COMPANY NAME

---

The company named above (hereinafter referred to as "prospective contractor") hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 (a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Prospective contractor agrees not to unlawfully discriminate, harass or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, disability (including HIV and AIDS), medical condition (cancer), age, marital status, denial of family and medical care leave and denial of pregnancy disability leave.

---

CERTIFICATION

---

*I, the official named below, hereby swear that I am duly authorized to legally bind the prospective contractor to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.*

---

OFFICIAL'S NAME

---

DATE EXECUTED

---

EXECUTED IN THE COUNTY OF

---

PROSPECTIVE CONTRACTOR'S SIGNATURE

---

PROSPECTIVE CONTRACTOR'S TITLE

---

PROSPECTIVE CONTRACTOR'S LEGAL BUSINESS NAME

---

CO. 7 (REV. 10/99)

## FEDERAL CERTIFICATIONS

### CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 34 CFR Part 82, A New restrictions on Lobbying, A and 34 CFR Part 85, A Government-wide Debarment and Suspension (Non procurement) and Government-wide requirements for Drug-Free Workplace (Grants). The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

#### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000 as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement:

(b) If any funds other than federal appropriated funds have been or will be paid to any person for influencing or attempting to influence an employee of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, A Disclosure Form to Report Lobbying, in accordance with this instruction;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

#### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by executive Order 12549, Debarment and Suspension, and other responsibilities implemented at 34 CFR Part 85, for prospective participants in primary or a lower tier covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110-

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency:

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment

rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period proceeding this application had one or more public transactions (federal, state, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

#### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610-

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

(b) Establishing an on-going drug-free awareness program to inform employees about-

(1) The danger of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in performance of the grant be given a copy of the statement required by paragraph (a)

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation;

CALIFORNIA DEPARTMENT OF EDUCATION  
Nutrition Services Division

(e) Notifying the agency, in writing, within IO calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants, and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant:

(p) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee whom is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency:

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

**DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610

a. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within IO calendar days of the conviction, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3) Washington, DC 20202-4571. Notice shall include the identification numbers(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT

CONTRACT #

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

SIGNATURE

DATE

# APPENDIX

## Appendix A

### List of Resources

The intent of this list is to provide examples of resources available for applicants. For a complete listing, check the web page or publications list that can be ordered from these agencies.

- *Changing the Scene: Improving the School Nutrition Environment*, Team Nutrition, Food and Nutrition Services, U.S. Department of Agriculture.  
Order online: [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn) or see attached order form, *Appendix B*.
- *Ten Keys to Promoting Healthy Eating in Schools*. U. S. Department of Agriculture and five medical/health associations. June, 2000. (*Appendix C*)
- *School Health Index: A Self-Assessment and Planning Guide*, Centers for Disease Control and Prevention. Download from CDC web site: [www.cdc.gov/nccdphp/dash](http://www.cdc.gov/nccdphp/dash)
- *Fit, Healthy, and Ready to Learn: A School Health Policy Guide*. National Association of State Boards of Education. March, 2000.
- *Creating Policy for Nutrition Integrity in Schools*. American School Food Service Association. 1993
- *Keys to Excellence: Standards of Practice for Nutrition Integrity*. American School Food Service Association. 1993
- Asset Based Community Development Institute, Northwestern University, 2040 Sheridan Road, Evanston, IL 60208-4100 Phone: (847)491-8711. Many useful documents can be downloaded in their entirety from the web page:  
<http://www.northwestern.edu/IPR/abcd.html>  
*Other documents can be ordered through ACTA Publications- 1- 800-397-2282*

**Web Sites:**

- American School Food Service Association:  
[www.asfsa.org/childnutrition/fsoperations/policies/index.asp](http://www.asfsa.org/childnutrition/fsoperations/policies/index.asp)
- California Healthy Kids Resource Center: [www.californiahealthykids.org](http://www.californiahealthykids.org)  
Materials can be ordered online or by calling: (510) 670-4583
- California Project LEAN: [www.dhs.ca.gov/lean](http://www.dhs.ca.gov/lean)
- California Nutrition Network/California 5 A Day: [www.ca5aday.com](http://www.ca5aday.com)
- California School Health Connections: [www.cde.ca.gov/schoolhealth](http://www.cde.ca.gov/schoolhealth)
- Community Toolbox: <http://ctb.lsi.ukans.edu>
- National Agriculture Library, Nutrition Information Center:  
[www.nal.usda.gov](http://www.nal.usda.gov)

*A brief description and ordering information for each of the materials is provided. Materials are from government and private sources throughout the U.S., covering a variety of nutrition topics and providing access to materials in several languages.*

# ORDER FORM

## CHANGING THE SCENE



APPENDIX B

### Improving the School Nutrition Environment

**Please send one free\* copy of *Changing the Scene* to:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Check all that apply: ☐ parent ☐ teacher ☐ school administrator  
☐ school food service staff ☐ other

(If more than one person from a school requests a kit, your name and phone number may be shared with other interested people from your school.)

**Please identify the school where you will be using the kit to make improvements in the nutrition environment:**

School Name: \_\_\_\_\_

School Grades (K-12): \_\_\_\_\_

School Address: \_\_\_\_\_

Total School Enrollment: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**How did you find out about the *Changing the Scene* kit?**

☐ Team Nutrition Home Page

☐ Association Meeting/Conference: \_\_\_\_\_

☐ In a magazine, journal or newsletter from the following organization: \_\_\_\_\_

\_\_\_\_\_

☐ Other: \_\_\_\_\_

**Fax this form to:** Team Nutrition at 703/305-2549

**Or mail to:** Team Nutrition, Food and Nutrition Service, U.S. Department of Agriculture, 3101 Park Center Drive, Room 1010, Alexandria, VA 22302. 703/305-1624

**Or order the kit online at:** [www.fns.usda.gov/tn](http://www.fns.usda.gov/tn)

\* While supplies last

# CALL TO ACTION

## *Healthy School Nutrition Environments:* **Promoting Healthy Eating Behaviors**

The American Academy of Family Physicians, American Academy of Pediatrics, American Dietetic Association, National Hispanic Medical Association, National Medical Association, and the U.S. Department of Agriculture (USDA) call on schools and communities to recognize the health and educational benefits of healthy eating and the importance of making it a priority in every school. At the same time, the associations are encouraging their members to provide leadership in helping schools promote healthy eating for our Nation's children. Establishment of local policies that create a supportive nutrition environment in schools will provide students with the skills, opportunities, and encouragement they need to adopt healthy eating patterns.

### **Prescription for Change: Ten Keys to Promote Healthy Eating in Schools**

*Ten keys have been developed to assist each school community in writing its own prescription for change.*

- Students, parents, educators and community leaders will be involved in assessing the school's eating environment, developing a shared vision and an action plan to achieve it.
- Adequate funds will be provided by local, state and federal sources to ensure that the total school environment supports the development of healthy eating patterns.
- Behavior-focused nutrition education will be integrated into the curriculum from pre-K through grade 12. Staff who provide nutrition education will have appropriate training.
- School meals will meet the USDA nutrition standards as well as provide sufficient choices, including new foods and foods prepared in new ways, to meet the taste preferences of diverse student populations.
- All students will have designated lunch periods of sufficient length to enjoy eating healthy foods with friends. These lunch periods will be scheduled as near the middle of the school day as possible.
- Schools will provide enough serving areas to ensure student access to school meals with a minimum of wait time.
- Space that is adequate to accommodate all students and pleasant surroundings that reflect the value of social aspects of eating will be provided.
- Students, teachers and community volunteers who practice healthy eating will be encouraged to serve as role models in the school dining areas.
- If foods are sold in addition to National School Lunch Program meals, they will be from the five major food groups of the Food Guide Pyramid. This practice will foster healthy eating patterns.
- Decisions regarding the sale of foods in addition to the National School Lunch Program meals will be based on nutrition goals, not on profit making.

@American Academy of  
Family Physicians

National  
Medical  
Association

NHMA  
National  
Hispanic  
Medical  
Association



AMERICAN DIETETIC ASSOCIATION  
"Your link to nutrition and health."

USDA  
United States Department of Agriculture  
Food and Nutrition Service

American Academy of Pediatrics

## Appendix D

### **Sample Nutrition and Physical Activity Policies**

1. Improving nutrition standards; making foods available that are low in fat, sodium, and added sugars wherever food is served.
2. Prohibiting the sale and distribution of foods of minimal nutritional value throughout the school campus until after the end of the last lunch period.
3. Encouraging fundraisers that promote good health habits and discouraging fundraisers that promote unhealthy foods.
4. Ensuring that no pupil is hungry.
5. Increasing the availability of fresh fruits & vegetables, including provisions that encourage schools to make fruits & vegetables available at all locations where food is sold.
6. Ensuring, to the extent possible, the food safety of food served in the cafeteria, classroom, and other sites on the school campus.
6. Encouraging eligible pupils to participate in the school lunch program.
7. Ensuring regular professional development for food services staff.
8. Providing adequate time to eat school meals (e.g., a minimum of 30 minutes to eat lunch and 20 minutes to eat breakfast).
9. Ensuring that pupils receive nutrition education.
10. Integrating nutrition and physical activity into the overall curriculum.
11. Ensuring pupils engage in healthful levels of vigorous physical activity.
12. Improving the quality of physical education curricula and increasing training of physical education teachers.
13. Providing a broad range of competitive and non-competitive physical activities that help to develop the skills needed to participate in lifetime physical activities.
14. Enforcing existing physical education requirements.
15. Altering the economic structures in place to encourage healthy eating by pupils and reduce dependency on generating profits for the school from the sale of unhealthy foods.
16. Increasing the availability of school gardens.
17. Collaborating with local farmers' markets.
18. Developing a financing plan to implement the policies.



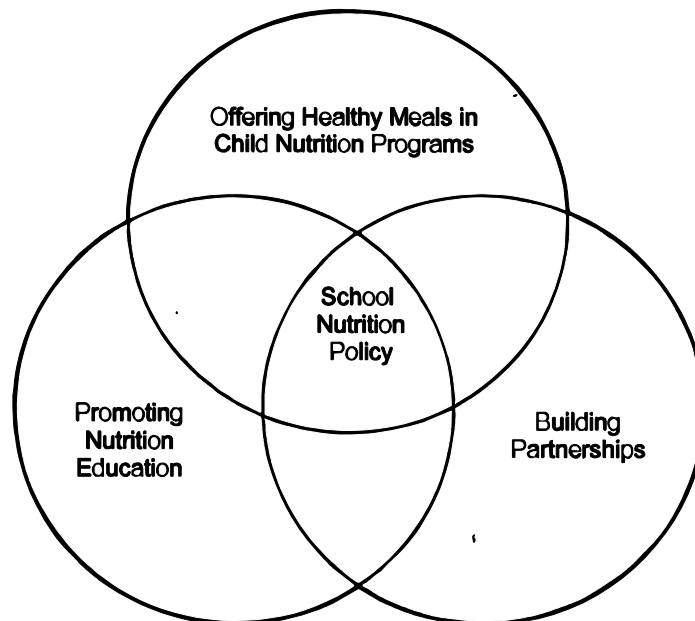


SHAPE California is a network of over 90 school districts working together to improve the health and academic success of California children. Working as a team, child nutrition staff, teachers, school administrators, family, and the community work to provide a consistent nutrition message in child nutrition programs, classrooms, and throughout the school environment.

#### The SHAPE California Approach

The SHAPE California approach for improving the health and academic success of students includes:

- ◆ Offering healthy meals in child nutrition programs.
- ◆ Applying school nutrition policy and practices.
- ◆ Building and maintaining partnerships within the school and within the community that support comprehensive nutrition services.



## **SHAPE California's History**

In 1989, the Nutrition Education and Training (NET) Program in the California Department of Education, Child Nutrition and Food Distribution Division launched the *Child Nutrition: Shaping Healthy Choices* campaign in support of the comprehensive school health system. SHAPE California was designed as a major component of this campaign. In 1990, two networks composed of 22 agencies began developing and testing strategies that would successfully improve the health of California students. Additional school districts have joined SHAPE California since 1993 and the numbers continue to grow as new districts join.

## **Strategies for Success**

The knowledge that school districts gained while implementing SHAPE California is compiled in *Strategies for Success: A Resource Manual for SHAPE California*. Written for child nutrition staff, this manual is also useful to school staff members and others in the community who are interested in promoting children's health through nutrition. *Strategies for Success* provides a variety of tested strategies rather than just one right way to achieve a common goal.

## **SHAPE California's Benefits**

Working in collaboration with child nutrition staff, teachers, school administrators, nurses, parents, students and members of the community, SHAPE California agencies:

- ◆ Implement policies which promote a consistent nutrition message and support groups on campus that offer healthy food choices.
- ◆ Provide healthier meals that meet the new federal School Meals Initiative regulations incorporating the principles of the Dietary Guidelines for Americans and established nutrient standards.
- ◆ Provide nutrition education in the classroom and the cafeteria.
- ◆ Strengthen partnerships between child nutrition staff and teachers, administrators, and parents.
- ◆ Provide staff development opportunities for child nutrition staff on current nutrition issues and healthy food preparation techniques.
- ◆ Offer in-service presentations for teachers, administrators, and parents.
- ◆ Market healthier food choices through the use of SHAPE California logo materials and promotional techniques.

### **For additional information contact:**

#### **Program Resources, Education and Policy Unit**

California Department of Education

560 J Street, Suite 270 Sacramento, CA 95814

(916) 322-4792 /Toll Free 1-800-952-5609 Fax (916) 323A311

Visit the web site at [www.cde.ca.gov/nsd/nets/sh-index.htm](http://www.cde.ca.gov/nsd/nets/sh-index.htm)

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, and political beliefs. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

should not be kept over the weekend unless necessary. Gas cards are provided in the glove box.

## STATE GARAGE LOCATIONS

<u>City/Address</u>	<u>Calnet-atss/public</u>
Fresno	421-5527
1025 P St.	(209) 445-5527
Los Angeles	647-4066
122 S. Hill St.	(213) 897-4066
Oakland	541-0901
401 27 <sup>th</sup> St.	(510) 286-0901
Sacramento	437-2311
1416 10 <sup>th</sup> St.	(916) 657-2311
San Diego	740-2470
345 West Ash	(619) 645-2740
San Francisco	597-3604
550 Turk St.	(415) 557-3604
Van Nuys	733-5433
6150 Van Nuys Blvd.	(818) 901-5433

HINT: If you lock the keys in a vehicle, you pay the locksmith! (Thank goodness you're a member of a road service!)

HINT: Travel Smart. Protect your belongings. Items left on the car seat or floor are an invitation to thieves. Do not leave luggage, PCs, phones, CD players, cash, tickets, clothing, or anything else visible in an unattended vehicle. If you must leave them, **LOCK THEM IN THE TRUNK!**

HINT: Parking tickets? Tow away charges? They are YOUR responsibility. You are not exempt from obeying traffic laws and parking limits, etc., while you are conducting State business.

## RENTAL VEHICLES

Effective through 12/31/99, DGS has contracted with eight rental car vendors. TRY to reserve your car a minimum of 24 hours in advance, and always provide the corporate discount I.D. or number. Use State cars or airport shuttles whenever possible. Rental vehicles are appropriate when it is necessary to have the use of a vehicle while on travel status in order to conduct State business and there are no State cars available at the location to which you travel.

HINT: Fill up the tank before you return the car. If you don't, the vendor will charge your department about \$3.25 per gallon! Save gas receipts for reimbursement on your claim.

HINT: Going on vacation? Have fun. But turn the State charged rental car in and rent one in your own name. State charged rentals are for business travel only!

<u>Vendor</u>	<u>Corporate Discount I.D.</u>	<u>1-800 Numbers</u>
Alamo	191259	1-800-732-3232
Avis	A160000	1-800-331-1212
Bay Area Rentals	St. of Calif	1-877-202-8850
Budget	T434700	1-800-527-0700
Dollar	CA9458	1-800-800-4000
Enterprise	CAL GOVT.	1-800-228-2325
National	400321	1-800-227-7368
Thrifty	001-0190955	1-800-367-2277

## RECEIPTS/TRAVEL AGENCY/LIAISON/MISC:

Receipts are required for each item of expense for street car, ferry fares, bridge and road tolls, local transit, taxi, shuttle or hotel bus and parking over \$10, business phone calls over \$5.00, all gas for rental cars and all lodging, regardless of amount.

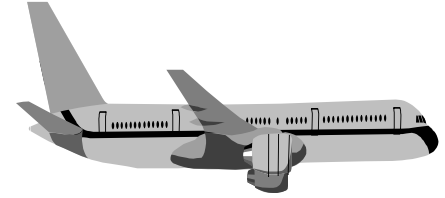
HINT: Keep all receipts until your claim is filed and paid. You are responsible for your own travel arrangements and your own claim. All travel and business expenses are to be incurred as a result of conducting State business, and are subject to review/verification by the approval authority. Be sure your claim form is complete, submitted timely, with all supporting documents, and IN DUPLICATE.

Travel Agency: Sacramento Travel  
(916) 974-6855

Department Travel Liaison: Angela Yoshida  
(916) 323-8355

NOTE: Employees with questions are directed to contact their department travel liaison, generally located in the headquarters accounting office.

## TRAVEL EXPENSE REIMBURSEMENT



## A SUMMARY OF THE STATE OF CALIFORNIA SHORT-TERM TRAVEL EXPENSE REIMBURSEMENT PROGRAM

### ADMINISTERED BY THE DEPARTMENT OF PERSONNEL ADMINISTRATION

Rates, time frames, and requirements in this pamphlet are applicable to all represented and excluded employees.

Additional details applicable to the travel reimbursement program may be found in the Bargaining Agreements and DPA rules for excluded employees, and in our department policies and procedures.

## CALIFORNIA STATE TRAVEL PROGRAM

### CONDITIONS OF TRAVEL

Each State agency determines the necessity for and the method of employee business travel. Effective 1/1/92, reimbursement shall not be made for meal and lodging expenses incurred within 50 miles of home or headquarters. Authority to approve exceptions was delegated to appointing powers as follows: to approve meals and/or lodging for employees *on travel status* away from, but within 50 miles of home or headquarters. Delegation does not extend to the approval of meals or lodging **at** either the home or headquarters location.

### SHORT-TERM TRAVEL

**LODGING REIMBURSEMENT RATES – IN STATE**  
Applicable when State business requires an overnight stay and the employee uses a good, moderately priced commercial lodging establishment (*hotel, motel, bed and breakfast or public campground*) that caters to the short-term traveler, and for day trips of less than 24 hours.

**HINTS:** Use the 1999/2000 LODGING TRAVEL GUIDE! <http://www.travelcsq.com> It's full of good lodging establishments priced within State rates. Present the TAX WAIVER FORM when you check in. They are not required to waive the tax. **KEEP YOUR RECEIPTS.** RATES EFFECTIVE 11/2/99:

**LODGING REIMBURSEMENT – receipt required**  
Statewide, Except as below,\* up to \$84.00 + tax

\*San Francisco, Alameda, San Mateo  
and Santa Clara Counties, and  
Central/Western LA\*\* up to \$110.00 + tax

\*\*LA area within borders of Suns Blvd. (North), Pacific  
Ocean (West), Imperial Blvd/Fwy 105 (South), and  
Fwys 110, 10 and 101 (East).

Note: Get a confirmation number when you make your reservations and use it when you check in. Travelers who do not provide a lodging receipt are eligible to claim meals/incidentals only as appropriate to the time frames of travel. (See below for rates and time frames.)

### MEALS AND INCIDENTALS (each 24 hr. period)

Breakfast: ACTUAL EXPENSE UP TO \$ 6.00

Lunch: “ 10.00

Dinner “ 18.00

Incidentals “ 6.00

Note: YOU must retain all meal receipts for audit by the state or the IRS.

### TIMEFRAMES:

FIRST DAY: TRIP OF MORE THAN 24 HOURS:

Trip begins at or before 6am: may claim breakfast

Trip begins at or before 11am: may claim lunch

Trip begins at or before 5pm: may claim dinner

FRACTIONAL DAY: AFTER 24 HOURS OF TRAVEL:

Trip ends at or after 8am: may claim breakfast

Trip ends at or after 2pm: may claim lunch

Trip ends at or after 7pm: may claim dinner

FRACTIONAL DAY-TRIP OF LESS THAN 24 HOURS:

Trip must begin at or before 6am AND end at or after 9am in order to claim breakfast.

Trip must begin at or before 4pm AND end at or after 7pm in order to claim dinner.

No lunch or incidentals may be claimed. If there is no overnight stay, these meals are taxable.

**NOTE:** Full meals included in airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date. Continental breakfasts of rolls, coffee, and juice are not considered full meals.

**CONFERENCES/CONVENTIONS: Rooms that are contracted by the sponsors for the event.**

- STATE SPONSORED:

Appointing power delegated to approve lodging with receipt: up to \$110 + tax

- NON-STATE SPONSORED:

Appointing power delegated to approve lodging with receipt up to the rate contracted for the event.

### OUT-OF-STATE TRAVEL

Lodging w/receipt: actual expense (subject to department approval)

Meals/incidentals: same rates/requirements has in-state reimbursement

### OUT-OF-COUNTRY TRAVEL

Lodging w/receipt: actual expense (w/appvl.)

Meals/incidentals: as published by the U.S. Govt. for dates and places traveled. Call DPA for rates.

### MILEAGE REIMBURSEMENT RATES

All privately owned vehicle mileage driven on State business is subject to advance approval by the appointing authority. The rate claimed shall be considered full reimbursement for all costs related to the operation and maintenance of the vehicle, including both liability and comprehensive insurance.

Automobile	31 cents per mile
Spec. veh. w/cert up to	37 cents per mile
Private aircraft up to	50 cents per mile
Bicycle up to	4 cents per mile

If dropped off and picked up at a common carrier and no parking expense is claimed, mileage to and from the common carrier may be claimed at the above appropriate rate times twice the number of miles you actually occupy the vehicle (pays for each round trip).

### TRANSPORTATION

Reimbursement for transportation expenses will be only for the method of transportation that is in the best interest of the State, considering both direct expense and the employee's time. The Department of General Services, Office of Fleet Management, manages the State car fleet and enters into contracts with airlines for reduced city pair rates and with rental car vendors for guaranteed daily rates for use on State business. When an employee chooses a method of transportation that is more costly than the normal method of travel, (driving a personal vehicle instead of flying) reimbursement will be the lower amount.

### STATE VEHICLES

State vehicles are obtained with a General Services charge card and a valid license at State garages. They